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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
FACTORIES & BOILERS ORGANISATION
(LABOUR DEPARTMENT)

No.F.2(01)-FB/ESTT/81/Vol-II/1894-1902 Dated, Agartala, the 19th December, 2025.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the Post of **'Lower Division Clerk'(LDC)** in the Factories & Boilers Organisation, Labour Department namely :-

1. Short title Commencement:-

(a) These rules may be called the Recruitment Rules, 2025 for the post of **'Lower Division Clerk (LDC)** under Factories & Boilers Organisation, under Labour Department, Government of Tripura.

(b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Posts(s) is /are specified in **Column-1** of the Schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **rows 2 to 4** of the Schedule enclosed at **Annexure-I.**

4. Method of recruitment, age limit, qualifications etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in **rows 5 to 13** of the said Schedule.

5. Disqualification:- No person -

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. **Power to relax**:- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:-** The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

8. **Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No. 04 dated 07.11.2020, Notification vide No.F.20(3)-GA(P&T)/19 dated 03.02.2021 and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

19/12/25
Under Secretary
to the Government of Tripura.

ANNEXURE-I

Recruitment Rules for the **Lower Division Clerk (LDC)** of Factories & Boilers Organisation, under Labour Department, Government of Tripura.

SCHEDULE

<table>
<tr><td>1</td><td>Name of the post</td><td>:-</td><td colspan="2">Lower Division Clerk.</td></tr>
<tr><td>2</td><td>Number of posts</td><td>:-</td><td colspan="2">11 (Lower Division Clerk), plus additional post, as and when sanctioned.</td></tr>
<tr><td>3</td><td>Classification</td><td>:-</td><td colspan="2">Group-C (Non-Gazetted).</td></tr>
<tr><td>4</td><td>Scale of pay</td><td>:-</td><td colspan="2"><table><tr><td>Pre-revised Scale of Pay</td><td>Corresponding revised Scale of pay</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- Grade Pay-Rs.2200/-</td><td>Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First Amendment Rules, 2018)]</td></tr></table>Subject to revision by the Government from time to time</td></tr>
<tr><td>5</td><td>Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.</td><td>:-</td><td colspan="2">(i) 20% by Promotion and 80% by Direct Recruitment.
(ii)(a) For direct recruitment selection will be through competitive examinations (written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.
(b) Written Examination-85% and Interview - 15% of the Total Marks.
(c) Syllabus: -Enclosed at Annexure-A (and as revised by the Government from time to time)</td></tr>
<tr><td>6</td><td>Age limit for direct recruitment.</td><td></td><td colspan="2">18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH) /Government servant candidates.</td></tr>
<tr><td>7</td><td>(i) Educational and other qualification required for direct recruitment.</td><td></td><td colspan="2">(i) Madhyamik or equivalent examination passed from any recognized Board/Institution.
(ii) Having knowledge of operating Computer and proficiency in typing on Computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.
(iii) For selection of Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, along with basic Computer Knowledge.</td></tr>
</table>

			Note:- (a) Prescribed type-test should be conducted on Computer with key Board and not in manual type writer machine. (b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment. c) **Exemption for Persons with Disabilities.** Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test. iv) **Permanent Resident Certificate of Tripura(PRTC)** is required while applying for jobs to this post.
	(ii)Desirable Qualification		**a)Knowledge of Bengali or Kokborok:** **Note** (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or the Administrative Department may dispense with the above desirable qualification. (ii) For technical/highly skilled posts, where the availability of local candidates(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.
8	Whether age and educational Qualifications prescribed for direct recruitment will apply in case of promotion.		Age: - No. Qualification: - Yes, (as per item No.7 above)
9	Whether Selection post or non-selection post		For Direct recruitment: Selection (As per Item No.5(ii) above) **For Promotion: - Non-selection.**
10	Period of probation, if any		2(two) years
11	In case of recruitment by Promotion / transfer on deputation, grades from which promotion/transfer on deputation is to be made.		From the post of Multitasking Staff, Group-D employee having requisite educational and other qualification as prescribed under item No-7 above, with at least 5(five) years experiences in this grade. (feeder posts are Store-guard, Peon and Night-Guard).
12	If a DPC exists, what is its composition	:-	Group-C , Departmental Promotion Committee (DPC).

13	Circumstances in which TPSC is to be consulted while making recruitment	:-	Not applicable.
14	Repeal		The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

19/12/25
Under Secretary
to the Government of Tripura.

Annexure-II

Syllabus for the post of Lower Division Clerk Grade posts:-

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subject	Syllabus	Full marks	Time
Paper-1 English	Knowledge of English/Bengali (OMR based MCQ Type)	40	2(two)hours
	Job oriented questions. (OMR based MCQ Type)	30	
Paper-II General knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2(two)hours
Interview	Personal qualities of the candidate e.g. - Intellectual ability, Interest in current affairs etc.	30	

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for Interview (Category-wise)
01(one).	05(five) candidates. (1:5)
02(two).	08(eight) candidates. (1:4)
O3(three) and above	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the written examination and Interview. In no case a candidate will be called for Interview unless he/ she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/ and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

19/12/25
Under Secretary
to the Government of Tripura.